USER'S

MANUAL (Host)

PatyGuard Web Application

PartyFreaks, Northwest Missouri State University, Maryville, MO

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Revision Sheet

Release version	Date	Revision Description
Rev.0	10/26/16	User Manual template and outline
Rev.2	11/19/16	Admin Manual
Rev.3	11/20/16	Guard and Basic user manual
Rev.3	11/20/16	Host Manual

<div style="border:1px solid black;">

User's Manual

Authorization Memorandum

</div>

I have carefully assessed the User's Manual for the <u>(System Name)</u>. This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize the initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

_____   _____

NAME   DATE

Project Mentor

_____   _____

NAME   DATE

Project Mentor

_____   _____

NAME   DATE

Project Client

Table of contents

1. General Information

1.1 System Overview

The system is a web application which is used by 4 different users.

1. Admin
2. Host/ Fraternity Head
3. Guard
4. Basic (Women)

Different users can register themselves from the website. The website allows all types of users to access their profile. Based upon the type of user, the users will be redirected to different pages in the website and only certain users have access permission to different pages in the website based on the type of the user.

1.2 Website Pages:

1.2.1 Home Page:

The first page of the application, from here you can navigate to different pages in the website.

The footer, indicated by "5" in fig 1.1a, below gives you a quick access to "contact us" and other important pages of the website

By clicking on "1" and "2" as shown in the fig 1.1a, you can know more about the permissions and accessibility details of fraternity hosts and guards.

By entering the details, name and email id in the spaces shown by "3" and "4" in the fig 1.1a, if you are a new customer, you can get contacted by the admin or the owner of the website or get details of pricing or subscription periods, etc. By doing this you receive an email consisting of all the basic pricing and subscription details and can establish a connection with the admin of the website.
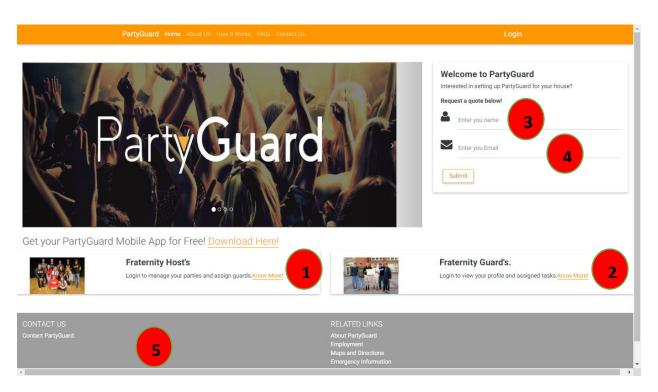

Fig 1.1a. Launching page of PartyGurad website, Home

1.2.2 About Us:

This page gives you an idea of what the website is about and what is the main agenda on the website.

1.2.3 How it Works:

This page gives you more detailed information about who the fraternities (customers), fraternity head, fraternity guards are and what role they play and the permissions available for them.

Fig 1.1b. Navigation bars

1.2.4 FAQ:

FAQ's are the most frequently asked questions regarding the website, or usage of the website or pricing, subscription, or any other questions related to the website. On this page you can find answers to every question posted.

1.2.5 Contact Us:

You can contact admin at any time regarding any questions, using "Contact us" page

If you have any questions regarding the website and you would like to contact the admin for that, you can enter your details in the spaces shown in the fig 1.1 c.
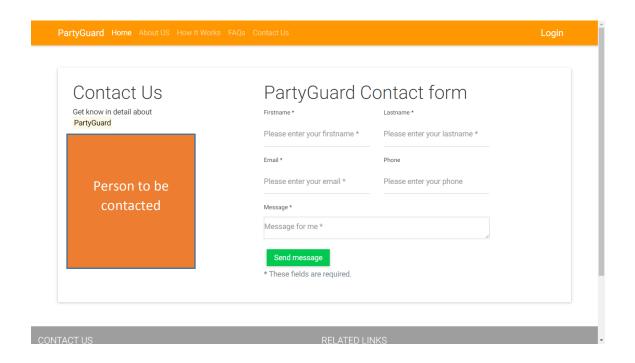
Fig 1.1c. Contact us page

2. Getting Started

2.1 Logging on

For getting started with the website, every user should have a valid account.

2.1.1 Login:

Whenever you navigate to any of the pages, you can find a login option on the right side top corner of the page, allowing you to login at any time in your flow.
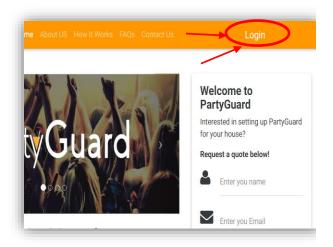

Fig 2.1a Login Button

Fig 2.1b Login page view

This is the common login page, as shown in the fig 2.1b for all the users of the application, admin, host, guard and basic. According to the type of account, you will be redirected to the respective pages in the website.

2.2 Host

2.2.1 Host registration:

Whenever a fraternity requests to use the partyguard web application, admin adds the fraternity to the customer list and sends the login details to the fraternity host through email, the below image gives a draft of email sent to the fraternity host by admin,
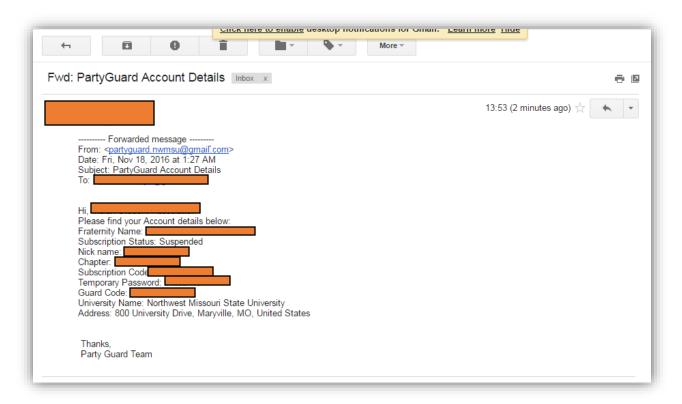

Fig 2.2a draft of email

2.2.2 Host login:

Using the credentials sent by the admin, the host logs in the website and mobile application (iOS, Android), the fig 2.2b below shows the launch screen,

The email also include the subscription code for the fraternity, and the guard user code which are unique for every fraternity.

If you are a fraternity host, you are responsible to pass on the guard user code to the guards of your fraternity. This guard code helps to easily identify the guards for a particular fraternity.

The guards register through website or mobile application using this "guard user code".
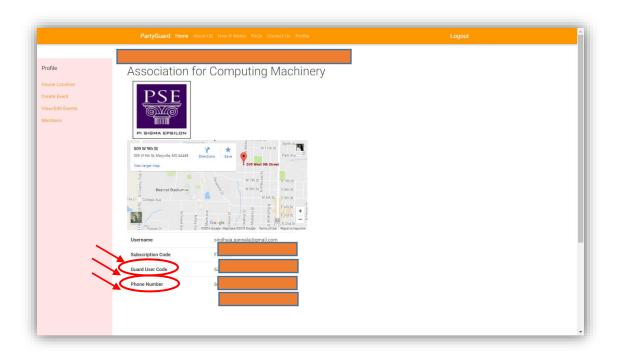
Fig 2.2b Launch screen, fraternity profile view

2.2.3 Change house location:

The below page allows you to change the house location address if the fraternity is hosting the party in another location.
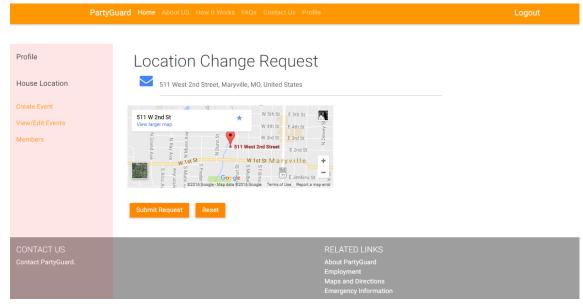

Fig 2.2c House location page

2.2.4 Events creation:

The fraternities host parties or events. The host will have ability to create an event and assign guards responsible to the particular party.
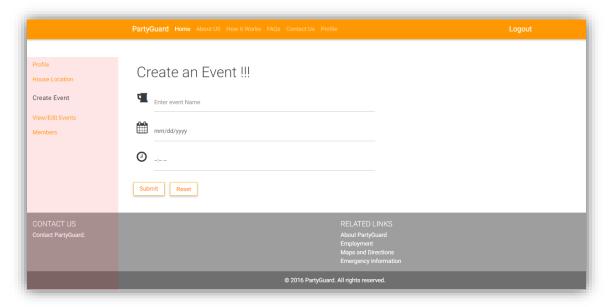

Fig 2.2d Event creation page

Whenever an event is created, a confirmation page appears allowing you to cross check the event details and click "confirm" if the details are ok, else click on "cancel".

Fig 2.2e Event confirmation page

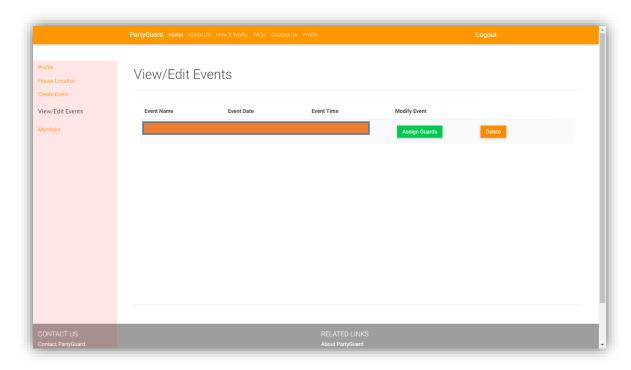## 2.2.5 View Events:

You can view all the events that are added as shown in the below fig.

Fig 2.2f Events list

In this page, you can assign guards to any party or delete the event if you wish to delete the event from the list.

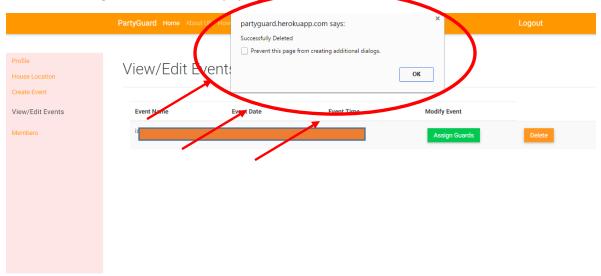Note: On clicking "delete" there is a pop up window which alerts the user about his actions.

Fig 2.2g Alert box

2.2.6 Assigns guards:

You can assign guards in two ways

- During the creation of the event, or
- In the view events, click on "Assign guards"

Whenever you do anyone procedure mentioned above, you are navigated to the page which looks like the one shown in the below fig 2.2h.
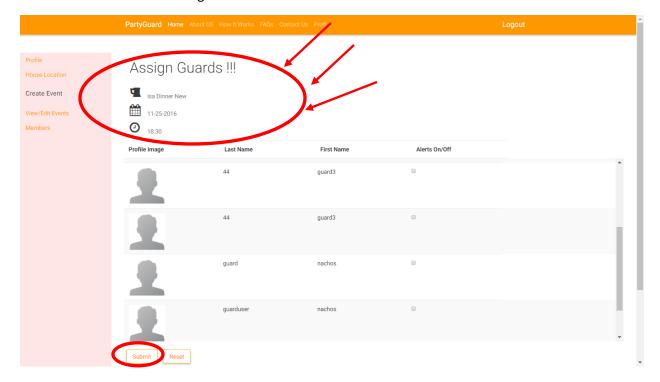

Fig 2.2h Assign guard page

You can see the event details at the top as highlighted above,

You can assign one or more guard to an event. By enabling the checkbox field beside the guard details, you can confirm that the particular guard is selected for the event. After selecting all the required guards, you can click on submit to assign the guards to that event.

2.2.7 Members:

You can view a list of guards available for a particular fraternity. The page below in fig. give you an idea of how the member page looks
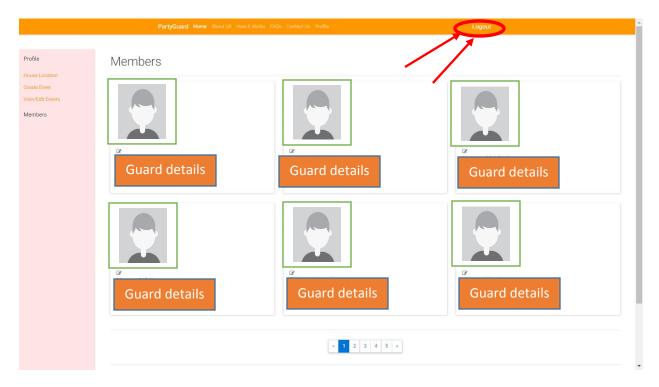

3. Host Rights

3.1 Host Permissions/ Actions:

If you are a Fraternity head/ host, the actions you can perform or the permission you hold:

- Add events
- Add guards to a fraternity,
- Manage the events
    - Assign guards for particular event,
    - Edit event details,
    - Delete the event

4. Errors

4.1 Validation errors:

There can be different reasons for an error to occur. One of them may be validation, here in the below fig. 4.1 you can see a pop up message. This happens if you did not enter any values in the fields and clicked "submit".

Fig 4.1a home page Validation error messages

Similarly, you can see similar kinds of errors in some of the other pages in the website. Here are some of the snapshots of them.
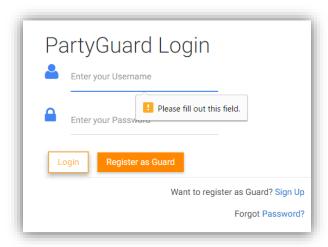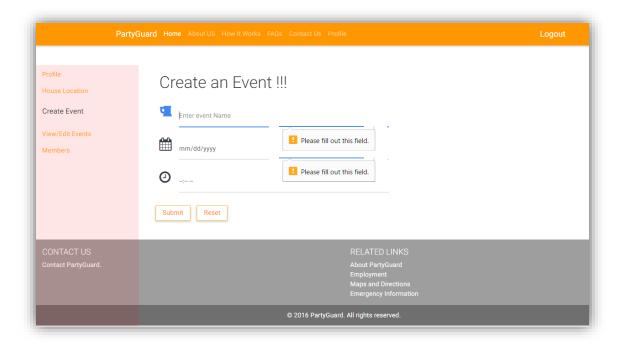
Fig 4.1b Login Validation pop up

Fig 4.1c Validation pop up in event page

4.2 Wrong Credentials:
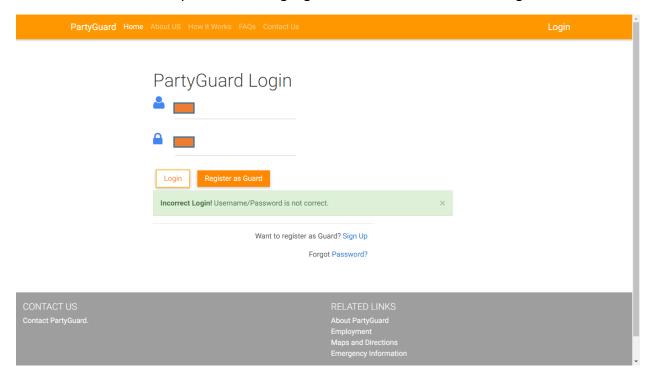
An error can occur when you enter wrong login credentials as shown in the fig 4.2a

Fig 4.2a Login error message